

**Minerals Management Service
Minerals Management Service Manual**

TRANSMITTAL SHEET

Release No. 299

SUBJECT: Administrative Series
 Part 425 Space Management
 Chapter 1 Space Policy, Responsibilities, and Management

EXPLANATION OF MATERIAL TRANSMITTED:

This release revises the Space Management Directive and validates its accuracy.

Director

FILING INSTRUCTIONS:

REMOVE:

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**Minerals Management Service
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Effective Date: August 14, 2006

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Series: Administrative

Part 425.1: Space Management

Chapter 1: Space Policy, Responsibilities, and Management

Originating Office: Office of Administration and Budget

1. Purpose. This chapter establishes the Space Management Program (SMP) and responsibilities for the Minerals Management Service (MMS). The SMP is designed to provide a quality workplace environment that supports MMS operations and preserves the value of real property assets. This SMP is linked to the Department's Strategic Plan and driven by the goals in the Asset Management Plan (AMP) and MMS's strategic plan and budget.

2. Authority.

- A. Executive Orders.
- B. Rural Development Act of 1972 and as amended (86 Stat. 674) (42 U.S.C. 3122).
- C. Randolph-Sheppard Act (20 U.S.C. 107).
- D. Federal Management Regulations, Title 41, CFR, Chapter 102, Parts 102-71 through 102-85, including the Uniform Federal Accessibility Standards (UFAS).
- E. GSAR Part 570 (Acquisition of Leasehold Interest in Real Property).
- F. Department Manual (425 DM 1 Space Management).

3. Policy. It is the policy of the MMS SMP to:

- A. Establish and maintain an active and continuing SMP for the acquisition and utilization of space assets required to accomplish the MMS mission.
- B. Conform to all applicable policies, regulations, and laws.
- C. Allocate space assets consistently throughout MMS as we move forward with renovations, new leases, and lease renewals.
- D. Establish a maximum occupancy number for each facility.

E. Co-locate MMS programs when practicable, economical, and in compliance with maximum occupancy levels.

F. Provide Class A work space in a cost effective manner.

G. Provide safe, secure, and healthy workplaces.

H. Commit to environmental and/or greening initiatives to reduce adverse environmental impacts.

I. Review and analyze space assets annually to ensure optimum utilization and compliance with UFAS and the AMP.

J. Employ professional space management principles and the open space concept.

K. Provide private offices to managers, supervisors, and a limited number of senior technical staff within space and cost constraints as we move forward with renovations, new leases, and lease renewals.

L. Develop and maintain a space management handbook.

4. Responsibilities.

A. The Associate Director for Administration and Budget (AD/A&B):

- (1) Establishes the MMS space management policy.
- (2) Funds and administers the MMS space inventory.
- (3) Promotes effective and efficient space utilization.
- (4) Measures the performance of the MMS SMP.
- (5) Charters a Bureau Space Advisory Board (BSAB).
- (6) Serves as the Senior Real Property Officer.

B. Program Associate Directors (ADs):

- (1) Review, promote, and implement bureau space management policy.
- (2) Define program space requirements and initiate or concur in exception requests as necessary.

(3) Coordinate space requirements through the Regional Directors (RD) and/or appropriate senior field office manager.

(4) Staff and support BSAB efforts to provide quality work environment.

(5) Partner with Administration and Budget (A&B) to ensure efficient and effective space planning and utilization through professional space management principals and concepts.

C. The Chief of Staff for A&B (COS/A&B):

(1) Implements the MMS SMP.

(2) Convenes the BSAB.

(3) Maintains policy and guidance related to the MMS SMP.

(4) Promotes efficient space utilization.

(5) Formulates and executes the General Support Services (GSS) budget.

(6) Develops and annually updates a multi-year Space Management Plan and shares with the BSAB.

(7) Approves all Requests for Space (SF-81s) and Occupancy Agreements (OAs).

(8) Approves requests for delegation of authority for operation and maintenance and lease management authority.

(9) Processes exception requests through the BSAB.

D. The RDs and Senior Field Office Manager:

(1) Review, promote, and implement bureau space management policy.

(2) Define local program space requirements and initiates exception requests as necessary.

(3) Coordinate space requirements through appropriate local managers and Administrative Service Center (ASC) Manager.

(4) Support the BSAB efforts to provide quality work environment.

(5) Partner with the ASC to ensure efficient and effective space planning and utilization through professional space management principals and concepts.

E. The ASC Managers and Support Services Chief as applicable:

- (1) Review, promote, and implement bureau space management policy.
- (2) Partner with programs to administer the MMS SMP to ensure compliance with policy and guidelines.
- (3) Promote efficient utilization of space.
- (4) Serve as the lead for all projects impacting MMS facilities.
- (5) Provide annual updates to the strategic Space Management Plan to the COS/A&B.
- (6) Validate GSA Rent Reports and submit to the COS/A&B office.
- (7) Review and forward exception requests to the COS/A&B.
- (8) Prepare and submit SF-81s and OAs to the COS/A&B.
- (9) Submit requests for delegation of authority for operation and maintenance and lease management authority to the COS/A&B.
- (10) Provide the COS/A&B critical data for formulating the GSS budget.

F. The BSAB:

- (1) Reviews and recommends SMP policies and practices and provides a collaborative, practical approach to managing MMS space.
- (2) Encourages cooperation among Program areas to achieve a model SMP.
- (3) Assesses SMP goals, practices, and initiatives based on current and evolving mission requirements.
- (4) Facilitates Program participation, understanding, and support of space management policies and practices.
- (5) Identifies space management issues with potential for MMS-wide impact.
- (6) Reviews official requests for exceptions to the SMP policy and practices and reaches a consensus on recommendations.

5. Office Space Allocations – Standard. In accordance with Department guidelines, the MMS policy is to ensure effective mission support and employ equitable space standards. When planning renovations, new leases, and/or lease renewal, these allocation standards will be applied.

A. Two-hundred ten (210) usable square feet per authorized permanent personnel and long-term contractors (1 year or more), unless identified in B below.

B. One-hundred five (105) usable square feet for temporaries, students, interns, visitors, employees assigned to residencies, short-term contractors (less than 1 year), and employees teleworking more than 50 percent of the time.

6. Office Space Allocations - Special. Special space allocations will be established based on mission and will be kept to a minimum. Requests for special space allocations require the concurrence of the COS/A&B who will convene the BSAB before denying any request. Special space is in addition to the standard space allocations described above. Special space is restricted to the following:

- (1) Galley/Vending (including Randolph Sheppard Food Service).
- (2) Major Data Centers (serving more than 300 employees)
- (3) Shower/Locker Rooms
- (4) IT Training Rooms
- (5) Auditoriums (minimum of 300 employees)
- (6) Warehousing (offsite)
- (7) Health/Nurse Room

Additional guidance on office space allocation is provided in Attachment 1.

7. Exceptions to the Space Policy. The AD, RD, or Deputy AD may request exceptions by submitting a business case using the format in Attachment 2. Requests will be routed through the ASC or Support Services Chief, as applicable, to the COS/A&B. The COS/A&B will review all requests and has authority to grant exception requests. The COS/A&B will convene the BSAB before denying any request. If the BSAB cannot reach consensus, the AD/A&B has decision making authority.

Space Management - Office Space Allocations

1. Office Space Allocations. This allocation applies when planning renovations, new leases, and/or lease renewals. The office space allocation is made up of standard space and special space.

A. Office Space Allocations – Standard.

(1) Standard space is calculated based on the overall number of employees to be housed at a particular site. Standard space will be allocated as follows:

(a) Two-hundred ten (210) usable square feet per authorized permanent personnel and long-term contractors (1 year or more).

(b) One-hundred five (105) usable square feet per temporaries, students, interns, visitors, residencies, or short-term contractors (less than 1 year; when the contract ends, this space will be returned to the space inventory).

(2) Standard space allocations include workstations and private offices, as well as the following:

(a) Workstations (permanent/shared/hoteling)

(b) Private offices

(c) Circulation space (e.g., walkways, aisles, hallways, etc. – must be in compliance with all safety and Americans with Disabilities Act (ADA) requirements)

(d) Waiting/reception areas (office/division/branch/section)

(e) File/record areas

(f) Public Information Areas

(g) Storage areas/supply cabinets

(h) Processing areas (e.g., shared copiers, printers, faxes)

(i) Mail areas

(j) Conference or meeting rooms

(k) Libraries/Reference rooms

- (l) Collaborative space (e.g., team work areas, multiple use space)
- (m) Security (visitor processing, guard station)
- (n) Computer Labs
- (o) LAN/WAN Rooms
- (p) Copy Center

B. Office Space Allocations – Special. Special space allocations will be established based on mission requirements. Requests for special space allocations require the concurrence of the Chief of Staff for Administration and Budget (COS/A&B) who will convene the BSAB before denying any request. Special space is in addition to the standard space allocations described above. Operational policies for special space will be defined in the Space Management Handbook. Special space is restricted to the following:

(1) Galley/vending: All small personal kitchen appliances must be housed in approved galley/vending areas, be Underwriters Laboratories approved, and ENERGY STAR qualified products. New appliance purchase requests must be routed through the Facility Manager and Property Manager for review and approval to ensure that the appliance and its (their) placement comply with any applicable facility policies or standards. The maximum size may be divided according to building size and occupant distribution into more than one galley/vending areas. The total galley/vending space allowance is 5 square feet times the number of employees/contractors housed at the site with a minimum size of 200 square feet. Galley/vending areas must include the required items and may include the optional items as follows:

- (a) Required items:
 - (i) Tile floors; not carpet
 - (ii) Hot/cold water
 - (iii) Disposal
 - (iv) Double sink with gooseneck faucet
 - (v) Refrigerator
 - (vi) Microwave
 - (vii) Ventilation
 - (viii) Ground Fault Interrupter (GFI)
 - (ix) Electric outlet timers

(x) Sound Transmission Coefficient (STC) 50

(b) Optional items:

(i) Dish washer

(ii) Ice maker

(iii) Commercial coffee pots

(iv) Seating area

(2) Major Data Centers (serving more than 300 individuals):

(a) Raised floor with water sensors

(b) Major Uninterruptible Power Source (UPS) with Power Distribution Unit (PDU)

(c) Major heating, ventilation, and air conditioning (HVAC) (24\7\365)

(d) Separate fire alarm system

(e) Notification system for power outage, heat, smoke

(f) PIV enabled card reader with PIN

(g) Slab-to-slab with STC 50

(3) Shower/Locker Rooms (Optional):

(a) All shower/locker rooms must be located on the ground floor, provide separate but equal facilities for each gender, and be compliant with the ADA. All shower/locker rooms must contain the following:

(i) Hot/cold water

(ii) Lockers (5 lockers per gender minimum); (10 percent of total population divided by 2 equals maximum per gender)

(iii) Permanently mounted benches

(iv) Private shower stalls

(v) Sinks

- (vi) Restroom facilities
- (vii) Direct exterior ventilation
- (viii) Non-slip tile floors
- (ix) Hooks in lockers and outside shower stalls
- (x) All accessories, including, but not limited to, mirrors; shelves; trash receptacles; toilet seat covers; and dispensers for toilet paper, paper towels, soap, and sanitary napkins (for women's shower room).

(xi) Slab-to-slab with STC 50

(b) Shower/locker rooms checklist (Concept):

- (i) Participation in MMS Fitness Program
- (ii) Proximity to commercial fitness facility
- (iii) Proximity to public recreation areas (bike trails, walking paths)
- (iv) Cost of nearby fitness facilities
- (v) Space availability (ground floor)
- (vi) Employee interest

(4) IT Training Rooms. More than one IT training room may be authorized in a facility based on a total occupancy servicing 300. In order to justify an IT training room, a facility must have an occupancy servicing 50 or more.

- (a) Theatre seating
- (b) Rear projection
- (c) Supplemental heating, ventilation, and air conditioning (HVAC)
- (d) 25- to 30-seat maximum
- (e) 10-seat minimum
- (f) STC 50

(5) Auditorium. In order to justify an auditorium, a facility must have an occupancy servicing 300 or more.

(a) Capacity for 50 percent of employees (anything in excess of 50 percent will come out of office space).

(b) Motorized acoustical folding partitions

(c) Specialized audio visual equipment

(d) HVAC with separate zones and thermostats

(e) Galley

(f) Slab-to-slab with STC 50

(6) Associate Directors' (AD)/Regional Directors' (RD) conference rooms:

(a) Specialized audiovisual equipment

(b) HVAC with separate zones and thermostats

(c) Galley

(d) Slab-to-slab with STC 50

(7) Offsite Warehousing. Offsite warehousing will not be located in commercial office space. This space is to be used for purposes such as providing staging areas for major deliveries, housing excess equipment and furniture, and storing Government furnished equipment (GFE) for contracts.

(a) Warehouse:

(i) Concrete floor

(ii) Automatic overhead door and personnel door

(iii) Security

(iv) Fire suppression and separation

(v) Loading dock

(vi) Lighting level must meet commercial standards

(vii) Battery charging station with eyewash is required by forklift

(viii) No windows

(ix) HVAC

(b) Wareyard:

(i) Asphalt paved

(ii) Contiguous to the warehouse

(iii) Vehicle gates are required

(iv) May be equipped with an electronically controlled access for ingress and egress

(v) One keyless emergency personnel exit

(vi) Fencing must be a least 6 feet high with top rail; must be chain link topped with three strands of barbed wire at a 45-degree angle outward; fencing shall be a minimum of nine-gauge hot-dipped galvanized metal wire.

(vii) Configured to provide a full-turning radius to accommodate large vehicles with trailers in tow.

(viii) Lighting level must meet commercial standards.

(8) Health/Nurse Room. A health/nurse room will be provided in locations with 100 or more employees where a Public Health Service is onsite at least one day per week. At no time will this room be used by employees who “are not feeling well” and need to rest without a registered nurse present. This room may be used as a lactation room. A health/nurse room must include the following items:

(a) Hot/cold water

(b) Stainless sink

(c) Toilet

(d) Storage cabinets – lockable

(e) Telephone

C. Private Office Criteria.

(1) As we move forward with renovations, new leases, and lease renewals, private offices can be provided to managers, supervisors, and a limited number of senior technical staff within space and cost constraints. Managerial and supervisory responsibilities are defined as supervising three or more employees on a permanent basis.

(2) To provide uniform space allowances, the following are typical private office size templates to be used by all MMS organizations for space planning purposes. Actual, approved office space plans may result in slight variations from the target numbers shown due to placement of specific workspace within the structural features of the building. Deviations of 10 percent or more over the designated allowances require the approval of the COS/A&B. Allowances (shown in square feet) by position are as follows:

(a) Senior Executive Service	300
(b) Regional/Program Manager	225
(c) Division Chiefs/Regional Supervisors	225
(d) Chiefs of Staff for SES Positions	225
(e) All Other Managers/Supervisors	150
(f) Senior Technical Staff	150

(3) Seventy-five square feet may be added to those offices 225 square feet and above to create office/conference room combinations. An office/conference combination or a separate conference room may be chosen, but not both.

D. Standard Workstation Criteria.

(1) In order to minimize the need for space reconfigurations as the organization or workforce changes, every effort should be made to design workstations of similar function in the same configuration in the optimal amount of space required to efficiently perform the mission. The square footage of workstations in general should be no larger than 10 x 10 and no smaller than 8 x 8. In instances where different size cubicles are required, standard sized panels should be used to eliminate the need to special order equipment as requirements change.

(2) Alternative workstation configurations/strategies such as those listed below will be considered for those employees or contractors who telework or spend more than 50 percent of their time away from the office (e.g., residencies, field work):

(a) **Hoteling.** Work space that is occupied on a first-call basis and is not dedicated to any specific worker beyond a specified occupation time. Hoteling can include teaming and conference facilities. Typical assignments are one workstation for every 2 to 8 employees or contractors depending on position needs.

(b) **Shared Work Space.** Two or more employees can share a single, assigned work space and work tools, either simultaneously or on different schedules.

(c) Multiple Use Space. Workstation configurations for these strategies include bullpens (multiple cubicles with a single entrance) and open workspaces (e.g., work surfaces in conference, meeting, or training rooms; or outside cubicle or offices) with multiple telecom and data drops.

2. Staffing Levels. The program ADs will certify the staffing level (including contractors) on all requests for space with consideration of near-term (3-5 years) growth or decline of staffing levels. Only full-time employees, contractors, temporaries, students, visitors, interns, residencies, and approved vacancies will be used when calculating space requirements. A benefit/need determination to house contractors on site should be made during the procurement process.

3. Exceptions to the Space Policy. The AD/RD may request exceptions by submitting a business case using the attached format (see Attachment 2). Requests will be routed through the Administrative Service Center or Support Services Chief, as applicable, to the COS/A&B. The COS/A&B will review all requests and has authority to grant exception requests. The COS/A&B will convene the BSAB before denying any request. If the BSAB cannot reach consensus, the AD/A&B has decision making authority.

SPACE MANAGEMENT POLICY

Exception Request

Building Name/Address: _____

Number of MMS Occupants: _____ **SF Occupied by MMS:** _____

Project Type: New _____ Existing Reconfiguration _____

Specific Policy Section for Which Exception is Requested:

Justification for Granting Exception: *(Justification should include but is not limited to who will be impacted by the exception, the reason for requesting an exception, will the exception result in any additional costs beyond those assigned to the project, and any plans to offset additional costs; the benefits to be realized by granting the exception; potential bureau-wide implications of granting the exception and any potential negative impacts of the exception.) (Attach additional pages if necessary.)*

Associate/Regional Director Approval: _____

Date: _____

Chief of Staff A&B: Approve _____ Disapprove _____

Bureau Space Advisory Board Review: Date _____

Approve _____ Disapprove _____

BSAB Comments: